

## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency  Organization  Position Number

Effective Date  Expiration Date

Short Description  Long Description

Position Attributes ☒ Organization Information ☐

Labor Distribution Override Option

Distribution Profile

Accounting Attributes

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Organization Chart

	Agency	Organization	Position
Reporting To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>

Messages Tran ID: 10:13 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

**Step 4** Continue to populate the fields on the Organization Information panel of the PSMT.

**SUB-ORGANIZATION** - Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values and Organization is entered, otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

**APPR UNIT** – Conditional. Enter the code for the appropriation unit to which the new position will be charged. Valid appropriation unit codes can be found on the Appropriation Index (APPR) window.

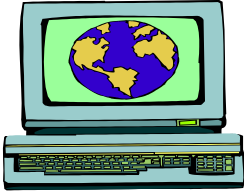
**ACTIVITY** - Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values and the Exp Budget Activity Opt on the Fund Agency Index (FAGY) window is “Y” or “A”; otherwise, optional. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

**FUNCTION** - Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values and the Exp Budget Function Opt on the Fund Agency Index (FAGY) window is “Y” or “A”; otherwise, optional. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

**OBJECT** – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values and Object is entered; otherwise, leave blank. Enter the object code corresponding to the object of expense for the position. Valid values are located on the Object Index (OBJT) window.

**SUB-OBJECT** – Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values and Object is entered; otherwise, leave blank. Enter the sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

**JOB** – Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values, otherwise, leave blank. Enter the job code used to track specific cost associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.



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Labor Distribution Override Option

Distribution Profile

Accounting Attributes

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Organization Chart

	Agency	Organization	Position
Reporting To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>

Messages Tran ID: 10:13 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

**Step 4** Continue to populate the fields on the Organization Information panel of the PSMT.

**REPORTING CATEGORY** - Conditional. Optional if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

### Organization Chart

**REPORTING TO AGENCY** - Optional. Leave blank, or enter the code for the agency to which the employee in this position reports. Valid values are located on the Agency Index (AGCY) window.

**REPORTING TO ORGANIZATION** - Optional. Leave blank, or enter the code for the organization to which the employee in this position reports. Valid values are located on the Organization Index (ORGN) window.

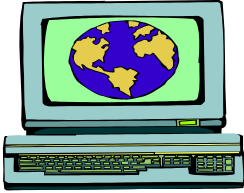
**REPORTING TO POSITION** - Optional. Leave blank, or enter the position number of the supervisor to which the employee in this position reports. Valid values are located on the Position Status Inquiry (QPST) window.

**OLD AGENCY** - Optional. Leave blank, or enter the code for the agency that previously controlled this position. Valid values are located on the Agency Index (AGCY) window.

**OLD ORGANIZATION** - Optional. Leave blank, or enter the code for the organization that previously controlled this position. Valid values are located on the Organization Index (ORGN) window.

**OLD POSITION** - Optional. Leave blank, or enter the position number previously assigned to this position.

**NEW AGENCY** - Optional. Leave blank, or enter the code for the new agency that controls this position. Valid values are located on the Agency Index (AGCY) window.



# POSITION STATUS MAINTENANCE (PSMT)

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File Edit Display Process Window Help

Position Status Maintenance

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Effective Date  Expiration Date

Short Description  Long Description

Position Attributes Organization Information

Labor Distribution Override Option

Distribution Profile

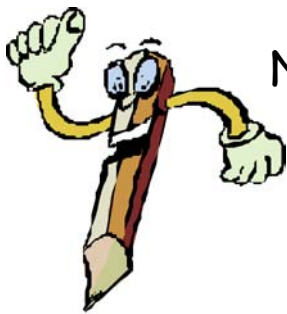
Accounting Attributes

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Organization Chart

	Agency	Organization	Position
Reporting To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>

Messages Tran ID: 10:13 AM 08/24/00



## NOTES



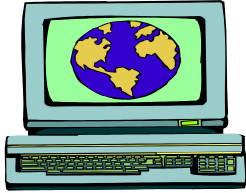
## POSITION STATUS MAINTENANCE (PSMT)

**Step 4** Continue to populate the fields on the Organization Information panel of the PSMT.

**NEW ORGANIZATION** - Optional. Leave blank, or enter the code for the new organization that controls this position. Valid values are located on the Organization Index (ORGN) window.

**NEW POSITION** - Optional. Leave blank, or enter the new position number assigned to this position.

**Note:** This may be an alpha and/or numeric entry.



## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

Position Status Maintenance

Agency: 650 Organization: 4115 Position Number: PC31001  
 Effective Date: 08 / 11 / 00 Expiration Date: 99 / 99 / 99  
 Short Description: CPIF TCIII Long Description: COMPUTER INFO TECHNOLOGIST III

Position Attributes Organization Information

Labor Distribution Override Option: Use Entered Profile  
 Distribution Profile: M1979

Accounting Attributes

Fund	Agency	Organization / Sub
Appr Unit	Activity	Function
Object / Sub	Job	Reporting Category

Organization Chart

	Agency	Organization	Position
Reporting To			
Old			
New			

1 of 7: APPROVAL 1 APPLIED Messages Tran ID: 000824009024 10:19 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

You have completed entering the field information for the PSMT. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. For UCP agencies, the PSMT may go through as many as five levels of approval before it is accepted by the system. The agency has three levels of approval and the Division of Personnel has the final two levels of approval. For Non-UCP agencies, the PSMT may go through as many as five levels of approval before it is accepted by the system. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the PSMT.

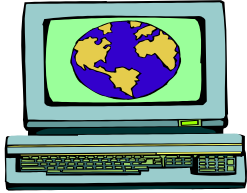
### **Step 1**     Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

### **Step 2**     Close the transaction. Workflow will now route the transaction as needed.

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.





## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - 0A134**

File Edit Display Process Window Help

Position Status Maintenance

Agency 650 Organization 4115 Position Number PC31001

Effective Date 08 / 11 / 00 Expiration Date 99 / 99 / 99

Short Description CPIF TCIII Long Description COMPUTER INFO TECHNOLOGIST III

Position Attributes Organization Information

Labor Distribution Override Option Use Entered Profile

Distribution Profile M1979

Accounting Attributes

Fund		Agency		Organization / Sub	
Appr Unit		Activity		Function	
Object / Sub		Job		Reporting Category	

Organization Chart

	Agency	Organization	Position
Reporting To			
Old			
New			

1 of 7: APPROVAL 1 APPLIED Messages Tran ID:000824009024 10:19 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

The following explains the approval processing of the PSMT.

### Applying Additional but Not Final Approvals

**Step 3** Select **Process: Approve**.

**Step 4** Close the transaction. Workflow will now route the transaction as needed.

OR

### Applying Final Approval

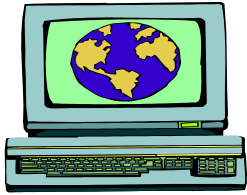
**Step 3** Select **Process: Approve-Update**.

**Step 4** Close the transaction.

**Note:** Refer to the topic on Maintaining Positions for the approval process on making changes to a transaction

The PSMT must be approved and accepted by the system before any other Position Control windows can be completed.

Once the PSMT is accepted by the system, the number of incumbents and full-time equivalents (FTEs) authorized for the position must be defined before the new position can be filled.



## POSITION AUTHORIZATION (PAMT)

**Position Authorization**

Fiscal Year	<input type="text"/>	Agency	<input type="text"/>	Organization	<input type="text"/>
Position Number	<input type="text"/>	Position Group	<input type="text"/>		
Overfill Authorization	<input type="text" value="None"/>				
Authorized Incumbents	<input type="text"/>	Authorized FTEs	<input type="text"/>		
Filled Incumbents	<input type="text"/>	Filled FTEs	<input type="text"/>		
Pending Incumbents	<input type="text"/>	Pending FTEs	<input type="text"/>		
Future Incumbents	<input type="text"/>	Future FTEs	<input type="text"/>		
Vacant Incumbents	<input type="text"/>	Vacant FTEs	<input type="text"/>		
Comments	<input type="text"/>				



## NOTES



## AUTHORIZING A POSITION

The Computer Information Technology Trainee I-II-III position for the Department of Mental Health was established through the PSMT. However, a Position Authorization (PAMT) transaction must be completed to authorize the number of incumbents and FTEs a position may have. For all UCP agencies, the Division of Personnel will complete the PAMT to authorize the position. Each Non-UCP agency will determine their process for completion and approval of the PAMT.

All UCP agencies will be required to notify the Division of Personnel as to whether the new position is full-time or part-time. If the new position is part-time, indicate the desired percent FTE.

The Division of Personnel will then define the number of incumbents and FTEs that are authorized for the new position on the Position Authorization (PAMT) window.

The PAMT consists of a header containing the fiscal year, agency and organization fields. It also consists of a series of result lines containing each position meeting the header criteria.

A result line is added automatically when the Position Status Maintenance (PSMT) window is updated with a new position. The new PAMT entry will have zero incumbents and FTEs authorized when created, and these fields must be updated with the correct numbers before the position can be used. The only other field that needs to be populated for the position is the Overfill Authorization flag, which establishes the level/type of control on the position. The Overfill Authorization flag should be set to N. The final field is a comment field, which can optionally be used for information at the end of each position detail line. UCP agencies will need to enter the position title code in the comment field. This will ensure proper Workflow of the PAMT.

## POSITION AUTHORIZATION (PAMT)



**Position Authorization**

Fiscal Year	<input type="text"/>	Agency	<input type="text"/>	Organization	<input type="text"/>
Position Number	<input type="text"/>	Position Group	<input type="text"/>		
Overfill Authorization	<input type="text" value="None"/>				
Authorized Incumbents	<input type="text"/>	Authorized FTEs	<input type="text"/>		
Filled Incumbents	<input type="text"/>	Filled FTEs	<input type="text"/>		
Pending Incumbents	<input type="text"/>	Pending FTEs	<input type="text"/>		
Future Incumbents	<input type="text"/>	Future FTEs	<input type="text"/>		
Vacant Incumbents	<input type="text"/>	Vacant FTEs	<input type="text"/>		
Comments	<input type="text"/>				



### NOTES

## POSITION AUTHORIZATION (PAMT)

### SCENARIO

You want to have the ability to fill the Computer Information Technology Trainee I-II-III position for the Department of Mental Health with a maximum of 1 person and not to exceed the equivalent of 1 Full-Time Equivalent. You do not want to overfill this position.

**Step 1** To open a PAMT from the SAMII Desktop Navigator window, click the Go To icon. Type PAMT in the “Code” field. Click on the Open button.

**Step 2** Enter the required information in the following fields.

**FISCAL YEAR** – Required. Enter the fiscal year in (yy) format for which the position is being authorized. Valid values are located on the Fiscal Year (FSYR) window. Type 01.

**AGENCY** – Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type 650.

**ORGANIZATION** - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type 4115.

**POSITION NUMBER** - Required. Enter the number of the position being authorized. Valid values are located on the Position Status Inquiry (QPST) window. SEE STUDENT CARD.

**POSITION GROUP** - Optional. Enter the position group code for the operating entity which controls the position being authorized. Valid values are located on the Position Authorization Group (PAGP) window. Not used by the State of Missouri.

Select **Display: Get Specific Data**.

**Step 3** Complete the following fields on the PAMT.

**OVERFILL AUTHORIZATION** – Required. N will be selected to indicate that only the number of incumbents and/or FTEs that are authorized can be used. The State of Missouri does not allow the number of incumbents and FTEs used to exceed the number of incumbents and FTEs authorized. Type N.





## POSITION AUTHORIZATION (PAMT)

Position Authorization			
Fiscal Year	<input type="text"/>	Agency	<input type="text"/>
		Organization	<input type="text"/>
Position Number	<input type="text"/>	Position Group	<input type="text"/>
Overfill Authorization	<input type="text" value="None"/>		
Authorized Incumbents	<input type="text"/>	Authorized FTEs	<input type="text"/>
Filled Incumbents	<input type="text"/>	Filled FTEs	<input type="text"/>
Pending Incumbents	<input type="text"/>	Pending FTEs	<input type="text"/>
Future Incumbents	<input type="text"/>	Future FTEs	<input type="text"/>
Vacant Incumbents	<input type="text"/>	Vacant FTEs	<input type="text"/>
Comments	<input type="text"/>		



## POSITION AUTHORIZATION (PAMT)

**Step 3** Continue to complete the fields on the PAMT.

**Note:** This number must be positive and can have up to two decimal places (e.g., 3.75, 1.00, etc.).

**AUTHORIZED INCUMBENTS** – Required. Enter the maximum number of incumbents who can occupy the new position. Most positions should be established on a one position to one employee basis. Exceptions may include positions, such as seasonal workers, where many incumbents can be associated with one position. Type 1.

**AUTHORIZED FTE** – Required. Enter the maximum number of full-time equivalents (FTEs) authorized for the new position. Most positions should be established on a one position to one employee basis. Exceptions may include positions, such as seasonal workers, where many FTEs can be associated with one position. Type 1.

**FILLED INCUMBENTS** – Inferred. Displays the number of employees who currently occupy the position.

**FILLED FTE** – Inferred. Displays the amount of full-time equivalents (FTEs) that currently fill the position.

**PENDING INCUMBENTS** – Conditional. Displays the number of positions that are reserved for recruitment purposes.

**PENDING FTE** – Conditional. Displays the number of full time equivalents that are reserved for recruitment purposes.

**FUTURE INCUMBENTS** – Conditional. Displays the number of employees who will move into the position in the future.

**FUTURE FTE** – Conditional. Displays the number of full time equivalents who will move into the position in the future.

**VACANT INCUMBENTS** – Inferred. Displays the number of authorized incumbents that are vacant.

**VANCANT FTE** – Inferred. Displays the number of authorized full-time equivalents that are vacant.

**COMMENTS** – Conditional. UCP agencies must enter the position's Civil Service Status code from the PSMT. The first 4 characters must be the Civil Service Status code. This ensures correct Workflow routing. Additional comments can be added after the Civil Service Status code regarding position authorization. Non-UCP agencies can use this field optionally. Type UCPY.







## POSITION AUTHORIZATION (PAMT)

Position Authorization			
Fiscal Year	<input type="text"/>	Agency	<input type="text"/>
		Organization	<input type="text"/>
Position Number	<input type="text"/>	Position Group	<input type="text"/>
Overfill Authorization	<input type="text" value="None"/>		
Authorized Incumbents	<input type="text"/>	Authorized FTEs	<input type="text"/>
Filled Incumbents	<input type="text"/>	Filled FTEs	<input type="text"/>
Pending Incumbents	<input type="text"/>	Pending FTEs	<input type="text"/>
Future Incumbents	<input type="text"/>	Future FTEs	<input type="text"/>
Vacant Incumbents	<input type="text"/>	Vacant FTEs	<input type="text"/>
Comments	<input type="text"/>		



## POSITION AUTHORIZATION (PAMT)

You have completed entering the field information to authorize a position using the PAMT and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The PAMT approval process will vary depending upon whether or not you are a UCP or Non-UCP agency.

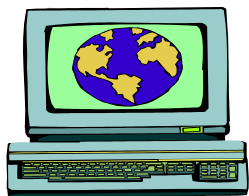
Now, let's complete the approval processing of the PSMT.

### **Step 1**      Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

### **Step 2**      Close the transaction. Workflow will now route the transaction as needed.

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the “real world”, you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.



## POSITION AUTHORIZATION (PAMT)

Position Authorization			
Fiscal Year	<input type="text"/>	Agency	<input type="text"/>
Position Number	<input type="text"/>	Organization	<input type="text"/>
Position Group	<input type="text"/>		
Overfill Authorization	<input type="text" value="None"/>		
Authorized Incumbents	<input type="text"/>	Authorized FTEs	<input type="text"/>
Filled Incumbents	<input type="text"/>	Filled FTEs	<input type="text"/>
Pending Incumbents	<input type="text"/>	Pending FTEs	<input type="text"/>
Future Incumbents	<input type="text"/>	Future FTEs	<input type="text"/>
Vacant Incumbents	<input type="text"/>	Vacant FTEs	<input type="text"/>
Comments	<input type="text"/>		



## POSITION AUTHORIZATION (PAMT)

The following explains the approval processing of the PAMT.

### Applying Additional but Not Final Approvals

**Step 3** Select **Process: Approve**.

**Step 4** Close the transaction. Workflow will now route the transaction as needed.

OR

### Applying Final Approval

**Step 3** Select **Process: Approve-Update**.

**Step 4** Close the transaction.

**Note:** Refer to the topic on Maintaining Positions for the approval process on making changes to a transaction

Once the PAMT is accepted by the system, specialty codes and other miscellaneous information may also need to be entered on user defined windows.

## POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)



ADVANTAGE Desktop - DA116 - [Position Control User Defined Window 1]

File Edit Display Process Window Help

DIV OF PERSONNEL POSITION INFO

Agency: 300 Organization: 3450 Position Number:

Long Description:

Effective Date: 01 / 04 / 01 Expiration Date: / /

PRIOR PARS DEPT-POSITION NO.

PRIOR AGENCY-ORG-POSITION NO.

DUAL OCCUPANCY EXPIRATION DATE

SPECIAL PROJECT END DT

TRAINEE'S ELIGIBILITY DATE

TICKLER DATE

STATUTORY

RESTRICTION

SHIFT

REMARKS 1

REMARKS 2

NON-UCP

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## NOTES

## POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)



The Position Control User Defined Window 1 (PUD1) is used to view and record special conditions that may be associated with a position. The Division of Personnel is responsible for completing the PUD1 window. Agencies are limited to “view only” status of this window. However, agency-specific information must be entered into the Agency, Organization and Position Number fields in order to view information.

Remember that the PUD1 is for use by UCP agencies only. Non-UCP agencies will not have access to PUD1.

**Step 1** To open a PUD1 from the SAMII Desktop Navigator window, click the Go To icon. Type PUD1 in the “Code” field. Click on the Open button.

**Step 2** Populate the following fields to narrow your search on the PUD1 window.

**AGENCY** - Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type 650.

**ORGANIZATION** - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type 4115.

**POSITION NUMBER** - Required. Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window. **SEE STUDENT CARD.**

Select **Display: Browse Data.**

**Step 3** Information for the specific agency, organization, and position number you entered in Step 2 should now appear. Let’s review the remaining fields.

**LONG DESCRIPTION** – Displays the long description of the position.

**EFFECTIVE DATE** – Displays the date (mm/dd/yy) the position information is effective.

**EXPIRATION DATE** – Displays the date the position information expires.

**Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.



## POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)

ADVANTAGE Desktop - DA116 - [Position Control User Defined Window 1]

File Edit Display Process Window Help

DIV OF PERSONNEL POSITION INFO

Agency: 300 Organization: 3450 Position Number:

Long Description:

Effective Date: 01 / 04 / 01 Expiration Date: / /

PRIOR PARS DEPT-POSITION NO.

PRIOR AGENCY-ORG-POSITION NO.

DUAL OCCUPANCY EXPIRATION DATE

SPECIAL PROJECT END DT

TRAINEE'S ELIGIBILITY DATE

TICKLER DATE

STATUTORY

RESTRICTION

SHIFT

REMARKS 1

REMARKS 2

NON-UCP

Start | Inbox - Microsoft Outlook | Shondra Merritt - Inbox - L... | ADVANTAGE Desktop - 0... | JasCapture

Messages | Tran ID: | 8:41 AM | 01/04/01

8:42 AM



NOTES





## POSITION CONTROL USER DEFINED WINDOW 1 (PUD1)

**Step 2** Continue to view any special conditions associated with the new position.

**PRIOR PARS DEPT-POSITION NO.** – Displays the number (two characters) previously assigned to the department and the number (up to twelve characters) previously assigned to the position in the PARS system. Once a value has been entered, this field becomes display only.

**PRIOR AGENCY-ORG-POSITION NO.** – Displays the number previously assigned to the agency (three characters), the number previously assigned to the organization (four characters) and the number (up to seven characters) previously assigned to the position in the SAM II system.

**DUAL OCCUPANCY EXPIRATION DATE** - Displays the date (*mm/dd/ccyy*) the dual occupancy expires.

**SPECIAL PROJECT END DT** – Displays the date (*mm/dd/ccyy*) that the position restriction expires.

**TRAINEE'S ELIGIBILITY DATE** - Displays the trainee's eligibility date (*mm/dd/ccyy*).

**TICKLER DATE** - Displays a tickler date (*mm/dd/ccyy*) to indicate when further action regarding a position is required.

**STATUTORY** - Displays an **S** if the position is established by statute.

**RESTRICTION** –Displays the reason the position has been restricted.

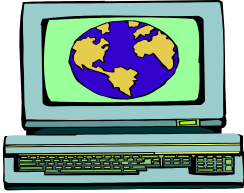
**SHIFT** – Displays the shift (hours) of the position.

**REMARKS 1** – Displays any additional remarks related to the position.

**REMARKS 2** – Displays any additional remarks related to the position.

**NON-UCP** – Displays the Statutory Citation for this position, if applicable.

**Step 3** Close the PUD1 window.



## POSITION CONTROL USER DEFINED WINDOW 2 (PUD2)

**Position Control User Defined Window 2**

**POSITION SPECIALTY**

Agency: 650      Organization: 4115      Position Number: PC32001

Long Description: COMPUTER INFO TECH TRAINEE

Effective Date: 04 / 21 / 00      Expiration Date: / /

SPECIALTY 1	
SPECIALTY 2	
SPECIALTY 3	
SPECIALTY 4	
SPECIALTY 5	
SPECIALTY 6	
SPECIALTY 7	
SPECIALTY 8	
SPECIALTY 9	
SPECIALTY 10	
SPECIALTY 11	
SPECIALTY 12	

END OF SCAN-NO DATA FOUND      Messages      Tran ID:      2:59 PM      04/21/00



## NOTES



## POSITION CONTROL USER DEFINED WINDOW 2 (PUD2)

The Position Control User Defined Window 2 (PUD2) is used to record specialty codes and descriptions, if any exist, for a position. For UCP agencies, the Division of Personnel defines specialty codes. Non-UCP agencies will define specialty codes based on individual agency policy. For UCP agencies, the PUD2 may go through as many as three levels of agency approval, and the Division of Personnel has the final two levels of approval before it is accepted by the system. For Non-UCP, the PUD2 may go through as many as five levels of approval before it is accepted by the system.

**Step 1** To open a PUD2 from the SAMII Desktop Navigator window, click the Go To icon. Type PUD2 in the “Code” field. Click on the Open button.

**Step 2** Enter the required information in the following fields.

**AGENCY** - Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type 650.

**ORGANIZATION** - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type 4115.

**POSITION NUMBER** - Required. Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window. **SEE STUDENT CARD**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Complete the following fields on the PUD2 window.

**LONG DESCRIPTION** – Inferred. Displays the long description of the position.

**EFFECTIVE DATE** – Optional. Defaults to the current date. Enter the date the specialties associated with the new position are effective.

**EXPIRATION DATE** – Optional. Default is **99/99/99**. Enter an expiration date (*mm/dd/yy*) only if all of the information captured on the window will expire at the same time.

**Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.



## POSITION CONTROL USER DEFINED WINDOW 2 (PUD2)

**Position Control User Defined Window 2**

**POSITION SPECIALTY**

Agency: 650      Organization: 4115      Position Number: PC32001

Long Description: COMPUTER INFO TECH TRAINEE

Effective Date: 04 / 21 / 00      Expiration Date: / /

SPECIALTY 1	
SPECIALTY 2	
SPECIALTY 3	
SPECIALTY 4	
SPECIALTY 5	
SPECIALTY 6	
SPECIALTY 7	
SPECIALTY 8	
SPECIALTY 9	
SPECIALTY 10	
SPECIALTY 11	
SPECIALTY 12	

END OF SCAN--NO DATA FOUND      Messages      Tran ID:      2:59 PM      04/21/00



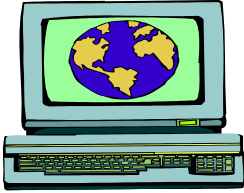
## NOTES



## POSITION CONTROL USER DEFINED WINDOW (PUD2)

**Step 3** Continue to complete the fields on the PUD2 window.

**SPECIALTY 1-12** – Conditional. If a specialty exists, enter the code and description (separated by a space) that identifies the specialty. Required if specialty codes exist for a position; otherwise, leave blank. The combined code and description cannot exceed 30 characters. Valid values are located on the User Defined Master Table 1 (TBL1) window. Type **0125 MAINFRAME COMPUTERS** for Specialty 1. Type **0128 SYSTEMS PROGRAMMING** for Specialty 2. Type **0142 APPLICATIONS PROG AND DEV** for Specialty 3.



## POSITION CONTROL USER DEFINED WINDOW 2 (PUD2)

**Position Control User Defined Window 2**

**POSITION SPECIALTY**

Agency: 650      Organization: 4115      Position Number: PC32001

Long Description: COMPUTER INFO TECH TRAINEE

Effective Date: 04 / 21 / 00      Expiration Date: / /

SPECIALTY 1	
SPECIALTY 2	
SPECIALTY 3	
SPECIALTY 4	
SPECIALTY 5	
SPECIALTY 6	
SPECIALTY 7	
SPECIALTY 8	
SPECIALTY 9	
SPECIALTY 10	
SPECIALTY 11	
SPECIALTY 12	

END OF SCAN--NO DATA FOUND      Messages      Tran ID:      2:59 PM      04/21/00



## NOTES



## POSITION CONTROL USER DEFINED WINDOW (PUD2) APPROVAL PROCESS

Now, let's complete the approval processing of the PUD2.

### **Step 1**      **Select Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

### **Step 2**      Close the transaction. Workflow will now route the transaction as needed.

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the “real world”, you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

### **Applying Additional but Not Final Approvals**

#### **Step 3**      **Select Process: Approve.**

#### **Step 4**      Close the transaction. Workflow will now route the transaction as needed.

OR

### **Applying Final Approval**

#### **Step 3**      **Select Process: Approve-Update.**

#### **Step 4**      Close the transaction.